

Serena Clark

6317 NE 35th Avenue Vancouver, WA 98661
(360) 281-9851

Objective

Interested in providing affordable, high quality tax and accounting services to a small business owner with a focus on customer service and convenience.

Education

Colorado Tech University:	Bachelors in Accounting	Graduated with honors, Vancouver, WA
Whatcom Community College:	Associates in Science and Arts	Bellingham, WA
Columbia Basin College:	Associates in Science and Arts	Pasco, WA

Experience

01/2008 to 03/2008 Knowledge Learning Center Assistant tax accountant Portland, Or

- Prepared business license forms.
- Helped prepare for an audit.
- Organized and filed client forms.

10/2007 to 12/2007 Hollywood Theaters Payroll Clerk Portland, Or

- Provided payroll timekeeping.
- Calculated overtime, input changes.
- Input and audited New Hire information; (applications, I-9 and W4 for federal and state records).
- Filed and distributed information.

2006 to 2007 Kelly Services Payroll Clerk Portland, Or

- Calculated time cards.
- Budgeted garnishments and expenses.
- Ran, reviewed and filed reports.
- Performed customer service for branches.
- Conducted support services for employees
- Ran mail room.

2006 to present WIS Inventory Auditor, Crew Manager Portland, Or

- Supervise physical inventory counts.
- Calculate and enter timesheets and invoices.
- Train auditors.

1998-2005 RGIS District Manager, Area Manager Vancouver, WA

- Managed traveling crews with a minimum of 30 people. Traveled within five states.
- Provided payroll timekeeping.
- Created budget and projection forecasting
- Invoicing

Received award for being in top ten districts.

2001–2003 RGIS Area Manager, Team Leader, Auditor Bellingham, WA

- Inventoried retail and grocery stores.
- Payroll timekeeping
- Cold calls-Sales

1998–2001 RGIS Assistant Manager, Team Leader, Auditor Kennewick, WA

- Inventoried retail and grocery stores.
- Customer service

Software knowledge and skills

Oracle	Quickbooks	Excel	Word	Powerpoint
10,000 KSM	35 WPM	Multi-tasker	Adaptable	Detail oriented

References upon request